MEDDAC/DENTAC/VS Pamphlet 25-31

Information Management : Publishing and Printing

Index of MEDDAC Administrative Publications

Headquarters
U.S. Army Medical Department Activity
Fort George G. Meade
2480 Llewellyn Avenue
Fort George G. Meade, MD 20755-5800
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Unclassified

SUMMARY of CHANGE

MEDDAC/DENTAC/VS PAM 25-31
Index of MEDDAC Administrative Publications

This revision—

o   Updates the publications listings in the appendixes.

o   Changes the proponent of MEDDAC Memo 690-1 (The Voluntary Leave Transfer Program) from Chief, Resource Management Branch, Business Division to Chief, Human Resources Division.

The revision of 13 December 2002—

o   Published the pamphlet in a new format that includes a cover and this "Summary of Change" page.

o   Reformatted the title page. The Contents section now includes the page numbers that the various chapters, paragraphs and appendixes begin on.

Information Management : Publishing and Printing

Index of MEDDAC Administrative Publications

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History. This is the eleventh revision of this pamphlet, which was originally published on 17 January 1997.

Summary. This pamphlet lists all current administrative publications of the U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC).

Applicability. This pamphlet applies to all MEDDAC elements, the U.S. Army Dental Activity, Fort George G. Meade (DENTAC), and the Fort Meade Branch Veterinary Services (VS).

Proponent. The proponent of this pamphlet is the MEDDAC Administrative Services Officer.

Suggested improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-ZX, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@na.amedd.army.mil.

Distribution. Distribution of this publication is by electronic medium only.

Contents (Listed by paragraph and page number)

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* This publication supersedes MEDDAC/DENTAC/VS Pam 25-31, dated 13 December 2002.

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Table List

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Glossary

Chapter I
Introduction

1-1. Purpose
This pamphlet provides indexes of command administrative publications (that is, supplements to regulations of higher headquarters, regulations, pamphlets and memorandums issued by this command). Within this publication, the term "command" encompasses the MEDDAC headquarters, all outlying clinics subordinate to the MEDDAC headquarters, DENTAC and all of it's subordinate dental clinics, and VS.

1-2. References
Related references are listed in appendix A.

1-3. Explanation of abbreviations
Abbreviations and special terms used in this pamphlet are explained in the glossary.

Chapter II
Maintaining, Reviewing, and Updating MEDDAC Administrative Publications

2-1. The applicability matrix
Numerical designations, or types, of MEDDAC administrative publications. Table 2-1 illustrates the five types of MEDDAC administrative publication and to which elements they pertain.

Table 2-1
The applicability matrix

Publication type		Elements to which the type of publication applies*			
		MEDDAC HQ	Outlying Clinics	DENTAC	VS
Supplements, regulations, and pamphlets	MEDDAC	A (See note 1.)	A		
	MEDDAC/DENTAC	A	M (See note 2.)	A	
	MEDDAC/VS	A	M		A
	MEDDAC/DENTAC/VS	A	M	A	A
Memorandums	MEDDAC	A			

Notes.

1. The letter "A" means <u>always</u> applicable.
2. The letter "M" means <u>may be</u> applicable to one or more of the MEDDAC's outlying clinics.

2-2. How to maintain command administrative publications in binders
    a. All MEDDAC regulations and pamphlets, regardless of type (see table 2-1 above), are numbered consecutively within categories (for example, administration, information management, medical services). No two administrative publications of the same kind (that is, supplements,

regulations, pamphlets or memorandums) issued by the same command may be assigned the same number. Although supplements, regulations and pamphlets may be issued as MEDDAC, MEDDAC/DENTAC, MEDDAC/DENTAC/VS, and MEDDAC/VS, they are basically all MEDDAC supplements, regulations and pamphlets. Therefore, if filed in binders, all publications of the same type should be maintained together, with the lowest numbered publication in front and the highest in the back of the binder.

b. Supplements must be maintained in front of the higher headquarters' regulations that they pertain to.

c. Regulations, pamphlets and memorandums may be maintained in separate binders or in the same binder. If two or more kinds of publications are maintained within the same binder, the order of precedence is regulations, pamphlets, memorandums.

2-3. Publication formats
All MEDDAC administrative publications are available in electronic format on the MEDDAC's web site on the *internet*, except MEDDAC Memo 500-1, which is deemed to be for staff use only and is distributed in printed format only at this time. (MEDDAC Memo 500-1 is under revision and will be re-designated MEDDAC Regulation 500-1. It will be distributed in printed format and will also be available on Kimbrough Ambulatory Care Center's *intranet*, where it can only be accessed by the staff.

2-4. Annual reviews
All administrative publications listed within this pamphlet are required to be reviewed annually by the proponents. Annual reviews are usually initiated during the anniversary month of the publication date. Publications are reviewed to determine whether they—
a. Are current as written or need to be revised.
b. Can be consolidated with one or more related publications.
c. Are no longer needed and can be rescinded.

Appendix A
References

Section I
Required Publications

This section contains no entries.

Section II
Related Publications
A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 25-30
The Army Publishing Program

DA Pam 25-40
Army Publishing: Action Officers Guide

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

This section contains no entries.

Appendix B
Index of Command Regulations (REG)

The information within the brackets "[ ]" after the titles indicates whether the publications are MEDDAC, MEDDAC/DENTAC, MEDDAC/VS or MEDDAC/DENTAC/VS.

REG	DATE	TITLE	PROPONENT
		ADMINISTRATION	
1-1	31 Oct 02	Staff Assistance Visits [MEDDAC]	CA
1-2	18 Oct 01	Publicizing Training Holidays and Organizational Functions that Affect Patient Care [MEDDAC/DENTAC/VS]	DCA
		MANAGEMENT	
5-1	12 Dec 02	Interservice and Intraservice Support Agreements, Memorandums of Understanding (MOUs) and Affiliation Agreement Procedures [MEDDAC]	RM
		BOARDS, COMMISSIONS, AND COMMITTEES	
15-1	24 Sep 01	MEDDAC Boards, Committees, Councils, Meetings, Support Groups and Teams [MEDDAC/DENTAC/VS]	DCA
		MEDICAL SERVICES	
40-1	9 Dec 02	Animal Bite/Scratch Case Management and Rabies Prevention [MEDDAC/VS]	PM
40-3	4 Feb 03	Advance Medical Directives (AMD) [MEDDAC]	DCCS
40-5	16 Jan 03	Consent to Medical Care by Nonmilitary Patients and Minors, and Mentally Incompetent Military and Non-Military Patients [MEDDAC/DENTAC]	DCCS
40-7	25 Sep 02	Administration of Medications [MEDDAC/DENTAC]	PS
40-8	13 Jan 03	Medical Care of Military Members Without Permission [MEDDAC]	PAD
40-9	6 Aug 02	Ambulance Operations [MEDDAC]	DPC
40-11	1 Aug 02	Adverse Drug Reaction (ADR) Reporting System [MEDDAC/DENTAC]	PS
40-12	16 Jan 03	Medical Warning Tag [MEDDAC/DENTAC]	PAD

REG	DATE	TITLE	PROPONENT
40-13	21 Feb 03	Radiation Protection Program [MEDDAC/DENTAC/VS]	EH
40-14	18 Sep 02	Regulated Medical Waste (RMW) Management Program [MEDDAC/DENTAC/VS]	PM
40-15	12 Feb 03	Infection Control Program [MEDDAC/DENTAC]	DCCS
40-16	23 Jan 03	Utilization of the Advanced Practice Nurse [MEDDAC]	DCN
40-17	5 Jun 03	Sedation/Analgesia [MEDDAC/DENTAC]	NS
40-18	20 Feb 03	Disease Reporting [MEDDAC]	PM
40-19	13 Feb 03	Bloodborne Pathogens Exposure Control Plan [MEDDAC/DENTAC]	PM
40-20	24 Jan 03	Credentialing, Privileging, and Competency of Healthcare Practitioners [MEDDAC]	QM
40-21	28 Jan 03	Tuberculosis Exposure Control Plan (TBECP) [MEDDAC/DENTAC]	PM
40-22	19 Aug 02	Governing Body and Medical Staff Bylaws [MEDDAC]	DCCS
40-23	25 Feb 03	Authorized Local Medical Abbreviations [MEDDAC]	PAD
40-24	10 Dec 02	Code Blue [MEDDAC/DENTAC]	DPC
40-25	23 Jan 03	Pre-admission and Ambulatory Surgical Procedures (ASPs) [MEDDAC/DENTAC]	DCN
40-26	1 Oct 01	Anthrax Vaccine Immunization Program (AVIP) Implementation Plan [MEDDAC]	PM
40-27	24 Feb 03	Plan for the Provision of Patient Care Services [MEDDAC]	DCCS
40-29	26 Aug 02	Pain Assessment and Management [MEDDAC]	MSC
40-30	23 Jan 03	Sentinel Event Reporting [MEDDAC]	QM
40-31	10 Oct 01	Patient and Family Education [MEDDAC]	DCN
40-32	18 Jun 03	Performance Improvement and Risk Management Plan [MEDDAC]	QM

REG	DATE	TITLE	PROPONENT
40-33	11 Sep 02	Hazardous Materials and Hazardous Waste Management Program (HMHWMP) [MEDDAC]	PM
40-34	7 Nov 02	Nutrition Assessment of Patients [MEDDAC]	DPC
40-35	12 Aug 03	Patient Safety Program [MEDDAC]	PSM

MILITARY POLICE

REG	DATE	TITLE	PROPONENT
190-1	25 Jun 03	Key and Lock Control [MEDDAC/DENTAC]	PTM&S
190-2	25 Jun 03	Physical Security Plan [MEDDAC/DENTAC]	PTM&S

INSTALLATIONS

REG	DATE	TITLE	PROPONENT
210-10	1 Oct 01	Kimbrough Ambulatory Care Center Adverse Weather Plan [MEDDAC/DENTAC/VS]	PTM&S

SAFETY

REG	DATE	TITLE	PROPONENT
385-1	8 May 03	Safety Program [MEDDAC/DENTAC/VS]	SO
385-2	22 Aug 02	Hazard Communication (HAZCOM) Program [MEDDAC/DENTAC/VS]	SO

FACILITIES ENGINEERING

REG	DATE	TITLE	PROPONENT
420-2	5 Nov 02	Fire Prevention and Protection [MEDDAC/DENTAC/VS]	SO

EMERGENCY EMPLOYMENT OF ARMY AND OTHER RESOURCES

REG	DATE	TITLE	PROPONENT
500-1	28 Jul 03	Emergency Management Plan (EMP) [MEDDAC/DENTAC/VS]	PTM&S

PERSONNEL – GENERAL

REG	DATE	TITLE	PROPONENT
600-8-1	1 Oct 01	Medical/Dental Soldier Readiness Processing [MEDDAC/DENTAC]	DCN
600-8-2	30 May 01	Competency Assessment [MEDDAC]	NESD

PERSONNEL RECORDS AND IDENTIFICATION OF INDIVIDUALS

REG	DATE	TITLE	PROPONENT
640-1	4 Feb 03	Confiscation of Identification Cards [MEDDAC]	PAD

REG	DATE	TITLE	PROPONENT

DECORATIONS, AWARDS, AND HONORS

REG	DATE	TITLE	PROPONENT
672-1	21 Oct 02	United States Army Medical Department Activity, Fort George G. Meade, Noncommissioned Officer and Soldier of the Quarter and Year Program [MEDDAC/DENTAC/VS]	SMNCO

PROPERTY ACCOUNTABILITY

| 735-1 | 13 Feb 03 | Policies and Procedures for Reports of Survey [MEDDAC/DENTAC/VS] | LOG |

UTILIZATION AND DISPOSAL OF SUPPLIES AND EQUIPMENT

| 750-1 | 10 Sep 02 | Maintenance of Medical Equipment Program [MEDDAC/DENTAC/VS] | LOG |

Appendix C
Index of Command Pamphlets (PAM)

The information within the brackets "[ ]" after the titles indicates whether the publications are MEDDAC, MEDDAC/DENTAC, MEDDAC/VS or MEDDAC/DENTAC/VS.

PAM	DATE	TITLE	PROPONENT

INFORMATION MANAGEMENT

PAM	DATE	TITLE	PROPONENT
25-1	12 Aug 03	Index of MEDDAC Forms [MEDDAC/DENTAC/VS]	ASO
25-3	22 Jul 02	Office Symbols [MEDDAC]	ASO
25-31	12 Aug 03	Index of MEDDAC Administrative Publications [MEDDAC/DENTAC/VS]	ASO

PERSONNEL - GENERAL

| 600-1 | 1 Feb 98 | Recognizing Ranks: A guide to the recognition of all insignia of rank of all ranks within the United States Army, Air Force, Marine Corps, and Coast Guard [MEDDAC/DENTAC/VS] | ASO |

PAM	DATE	TITLE	PROPONENT

DECORATIONS, AWARDS, AND HONORS

672-1	27 Mar 03	Civilian Incentive Awards Program [MEDDAC]	HRD

Appendix D
Index of Headquarters Memorandums (MEMO)

MEMO	DATE	TITLE	PROPONENT

ARMY PROGRAMS

11-1	29 Jul 02	Energy Conservation	LOG

INFORMATION MANAGEMENT

25-1	28 Jun 99	Processing of Court Orders, Subpoenas, Privacy Act Requests and Freedom of Information Act (FOIA) Requests	ASO

MEDICAL SERVICES

40-2	17 Jan 03	Treatment of Emergent and Non-emergent Civilian Patients	PAD
40-7	22 Oct 02	Drug Utilization Evaluation (DUE) Program	PS
40-13	17 Jan 03	Administration of Ambulatory Procedure Visit (APV) Records	PAD
40-22	30 Oct 02	Interpreter Guidelines	CA
40-26	22 Jan 03	Sexual Assault	DCN
40-27	24 Jan 03	Utilization of Reserve Component Nursing Personnel	DCN
40-29	1 Aug 02	Point-of-Care Testing Laboratories	LAB
40-30	3 Jan 03	The Patient Representative	QM
40-32	23 Jan 03	Administration of Emergency Issue Blood and Blood Products	DCN
40-33	11 Sep 02	Identifying and Reporting Suspected Abuse	DCN

MEMO	DATE	TITLE	PROPONENT
40-34	19 Mar 03	After Hours Care of Same Day Surgery Patients	DCCS

MILITARY POLICE

190-1	20 May 03	Security Identification Badge System (SIBS)	PTM&S

PERSONNEL - GENERAL

600-1	1 Oct 01	Official Duty Hours	CDR
600-8-1	2 Mar 00	Leaves and Passes	HRD

DECEASED PERSONNEL

638-1	14 May 98	Decedent Affairs	PAD

CIVILIAN PERSONNEL

690-1	27 Dec 02	The Voluntary Leave Transfer Program	HRD

SERVICE ORGANIZATIONS

930-1	22 Jan 03	The Red Cross Volunteer Program at Kimbrough Ambulatory Care Center	PAD

Glossary

Section I
Abbreviations

AS
Anesthesia Service

ASO
Admin Services Officer

CA
Clinical Administrator

CDR
MEDDAC Commander

DA
Department of the Army

DCA
Deputy Commander for Administration

DENTAC
U.S. Army Dental Activity, Fort George G. Meade

DCCS
Deputy Commander for Clinical Services

DCN
Deputy Commander for Nursing

DPC
Department of Primary Care

DSC
Department of Specialty Care

EH
Environmental Health Section

HRD
Human Resources Division

IH
Industrial Hygiene Section

KACC
Kimbrough Ambulatory Care Center

LAB
Laboratory Service

LOG
Logistics Division

MC
Medical Company

MEDDAC
U.S. Army Medical Department Activity, Fort George G. Meade

MSC
Musculoskeletal Center

NESD
Nursing Education and Staff Development

PAD
Patient Administration Division

PAM
pamphlet

PM
Preventive Medicine Service

PS
Pharmacy Service

PSM
Patient Safety Manager

PTM&S
Plans, Training, Mobilization and Security Division

QM
Quality Management Office

REG
regulation

SMNCO
Senior Medical Noncommissioned Officer

SO
Safety Office

VS
Fort Meade Branch Veterinary Services

Section II
Terms

Command
The MEDDAC headquarters, all outlying clinics subordinate to the MEDDAC headquarters, the DENTAC and VS.

Headquarters
The MEDDAC headquarters (that is, Kimbrough Ambulatory Care Center).